

Treasury Documentation

Subject: Building Maintenance/Health and Safety Complaints,
Document and Resolve

For: EMPLOYEE HANDBOOK
HEALTH AND SAFETY HANDBOOK

Also See: PT-03121

Identification	PT-03120
	Procedure
Effective Date	11-1-2006
Replaces	PT-03120 (6-1-2000)

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|---|---|
| Employee | <ol style="list-style-type: none"> 1. Sees appropriate heading below for: <ul style="list-style-type: none"> • Austin Building - Health and Safety-Related Complaint or Problem, or • Austin Building - Non-Health and Safety-Related Complaint or Problem, or • Operations Center – Non-Health and Safety-Related Compliant or Problem, or • Operations Center, Field and Out-of-State Offices - Building Maintenance/Health and Safety Complaint or Problem. <p>Note: “Field Offices,” as used in this document, means all Treasury offices located in Michigan other than Austin Building and Operations Center.</p> <p><u>Austin Building - Health and Safety-Related Complaint or Problem</u></p> |
| Austin Building Employee | <ol style="list-style-type: none"> 2. Becomes aware of building maintenance problem (health and safety-related) at work site. 3. Informs one of the following Austin Building liaisons: <ol style="list-style-type: none"> A. Administrative Services Bureau (ASB) Secretary (33-57137) B. Treasury’s Health and Safety Agent (24-13824). |
| ASB Secretary or Treasury’s Health and Safety Agent | <ol style="list-style-type: none"> 4. Contacts Department of Management and Budget (DMB), Property Management Division (via e-mail or phone call (37-36288)), to inform them of the problem and to determine resolution. <p><u>Austin Building - Non-Health and Safety-Related Complaint or Problem</u></p> |
| Austin Building Employee | <ol style="list-style-type: none"> 5. Becomes aware of non-health and safety-related building maintenance problem (e.g., heating, cooling, janitorial services, work surface adjustments, broken tub drawer, etc.). 6. Informs ASB Secretary (33-57137) of problem. |

ASB Secretary

7. Resolves problem.

OR

8. Contacts DMB Property Management Division (via e-mail or phone call (37-36288)) to inform them of the problem and determine resolution.

**Operations Center, Field and Out-of-State Offices -
Office/Cubicle Complaint or Problem**

Employee

9. Becomes aware of office- or cubicle-related problem (e.g., work surface adjustments, broken tub drawer, etc.).
10. Informs division's/bureau's Building Liaison of problem.

Building Liaison

11. Completes form 3646 OFFICE MODIFICATION REQUEST, or sends e-mail identifying problem to "Treas_Office_Modification_Requests" to resolve the problem.

**Operations Center, Field and Out-of-State Offices - Building
Maintenance/Health and Safety Complaint or Problem**

Field Employee

12. Becomes aware of building maintenance and/or health and safety problem at work site (e.g., heating, cooling, janitorial services, etc.).
13. Informs Building Liaison or Field Health and Safety Agent of problem.

Note: Treasury's Health and Safety Agent appoints a Health and Safety Agent or Building Liaison for each field and out-of-state office and notifies Building Manager or leaseholder's representative and all field employees in writing of those appointments.

Building Liaison or
Field Health and
Safety Agent

14. Receives complaint and resolves problem by contacting the Building Manager or leaseholder.
 - A. If safety complaint is of a life-threatening nature, sees Procedure PT-03121 in the Employee Handbook to close or evacuate field office.
15. If complaint cannot be resolved, contacts Treasury's Health and Safety Agent at (517) 241-3824.

End